

Communicating

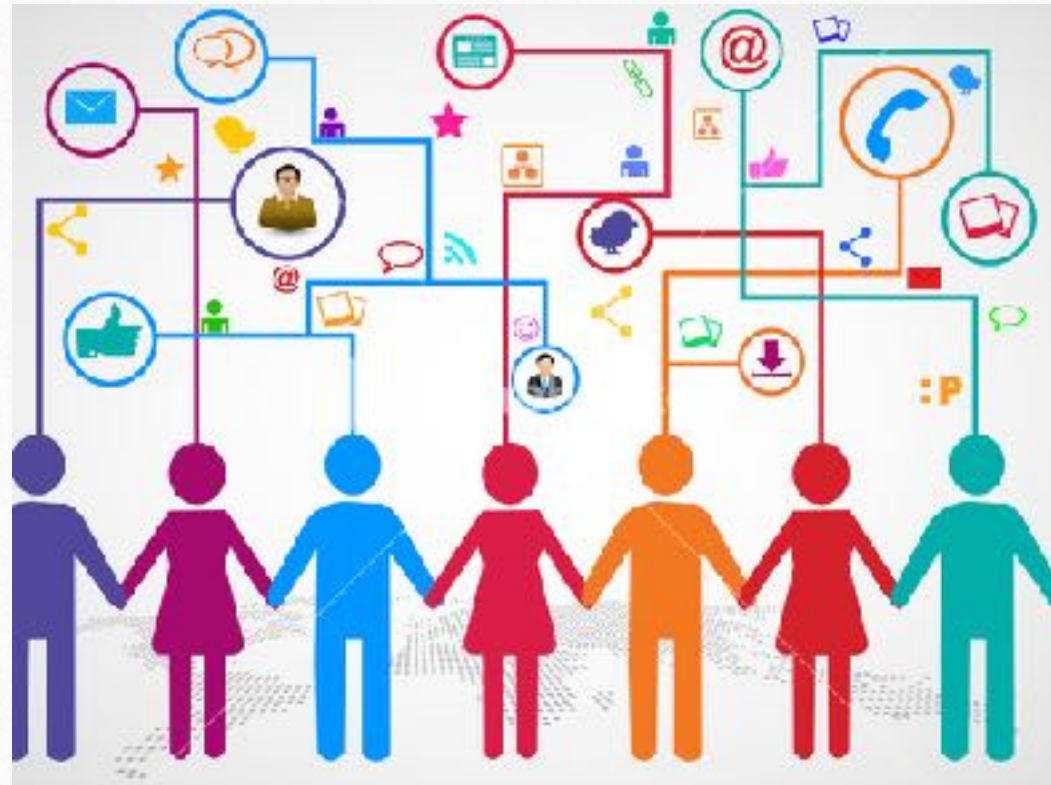
What Is Communication?



Effective Business Communication



Why Is It Important to Communicate Well?



Communication Influences How You Learn

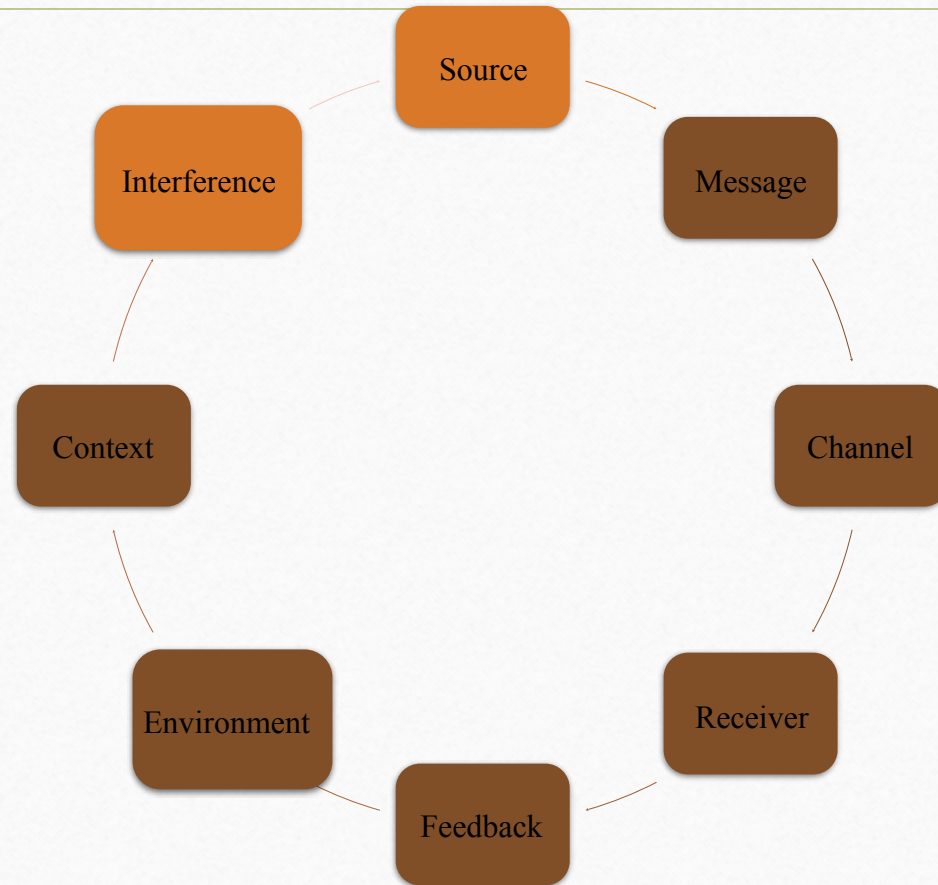




Communication Represents You and Your
Employer

**Communication Skills Are Desired by
Business and Industry**

Eight Essential Components of Communication



Two Models of Communication

Transactional Model of Communication

Constructivist Model of Communication

Transactional Model of Communication



Constructivist Model of Communication



Communication in Context

- **Intrapersonal Communication**
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Interpersonal Communication



Group Communication

Your Responsibilities as a Communicator

Communicator Is Prepared

**The Prepared
Communicator Is
Organized**



**The
Prepared
Communicator
Is
Clear**

The Prepared Communicator Is Concise and Punctual

ETHICS



Communicator Is Ethical

The Ethical Communicator Is Egalitarian

The Ethical Communicator Is Respectful



The Ethical Communicator Is Trustworthy



The “Golden Rule”

the end

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